

JOB DESCRIPTION

Title

Development and Projects Analyst CanLII

Organization

Lexum Informatique Juridique Inc (“Lexum”) develops some of the fastest and most popular legal information tools. The CanLII website – a Lexum development – is identified by virtually all Canadian lawyers as the most convenient resource for finding legal information. The technologies developed are used in numerous legal websites in Canada and abroad. With a very low hierarchical structure, Lexum benefits from an outstanding level of employee retention due to a work culture that encourages autonomy, initiative and growth in the careers of professionals, as well as excellent team spirit. The company offers competitive compensation and excellent working conditions. It is one of Montréal 2024’s top employers. It employs some fifty people and is located in the heart of the Plateau Mont-Royal, at the corner of Saint-Laurent Boulevard and Rachel Street

SUMMARY

Reporting to the CanLII Development and Projects Manager, you will work on special publishing and legal IT projects, as well as on the day-to-day editorial operations of the CanLII website. You will also interact with users of the CanLII website.

RESPONSIBILITIES AND TASKS

Working with Lexum's IT and editorial teams, you will participate in the quality assurance of CanLII's products and services and contribute to the development of resources for users. You will also be involved in the delivery of projects that transform and enhance large volumes of legal documents. More specifically, you will progressively :

- participate in the editorial operations of the CanLII website, for learning purposes and as required;
- respond to e-mail requests from CanLII users;
- ensure that requests are documented, tracked and resolved promptly;
- participate in CanLII software development,
- write and revise documentation for internal and external use;
- participate in special projects involving the addition of content or the application of artificial intelligence technologies;
- handle, digitize and control the quality of printed material.

REQUIREMENTS

You must have the following skills and qualifications:

- College or university studies in law, library science, information technology or related fields;
- work experience in the legal field, as a lawyer, in publishing, in customer service or technical assistance;

- French and English bilingualism required, both oral and written, due to the bilingual nature of CanLII's users and website;
- excellent knowledge of office software such as Microsoft Word and Excel, as well as common electronic image and text formats : PDF, HTML, etc.
- dynamic and motivated personality;
- curious, autonomous and flexible temperament;
- ability to make decisions and solve problems effectively;
- ability to carry out work rigorously and meticulously;
- interest and ability to learn new tools, software and technologies; and
- excellent team spirit.

ABOUT THE OFFER

We offer the following benefits and advantages:

- Permanent employment at 35 hours per week;
- Competitive salary, depending on experience;
- Possibility of telecommuting;
- Flexible work schedule according to normal business hours;

Conditions: Casual dress;

Health, dental, disability and life insurance;

Employer RRSP contribution program;

Training and development policy;

Wellness and counselling programs;

Annual paid leave: 4 weeks vacation, 5 sick days.

Hiring is conditional on a 6-month probationary period starting depending on the availability of the successful candidate.

Please send your application to carriere@lexum.com, quoting "Development and Projects Analyst CanLII" in the subject line.